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AUTHOR Proger, Barton B.: And Others
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ABSTRACT

Guidelines are set forth regarding the conduct of research involving staff members as subjects or dealing with the Montgomery County (PA) Intermediate Unit as a whole. The term research is seen to include all types of data gathering that occurs within the unit, including multiple Intermediate Unit research, gathering data on the Intermediate Unit as a whole, data collection for routine program administration purposes, and data collection from staff members as private individuals and not as members of the agency. The research clearance process is detailed, and procedures for submitting federally funded and nonfederally funded research requests are described. An appeals process, further research review, research findngs dissemination, and monitoring aspects are also reviewed. Sample forms are appended. (CL)

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GUIDELINES FOR APPLYING ATYPICAL EDUCATIONAL PROCEDURES AND FOR CONDUCTING RESEARCH WITHIN THE MONTGOMERY COUNTY INTERMEDIATE UNIT: OFFICIAL ADMINISTRATIVE PROCEDURES

A DOCUMENT FOR ASSISTING STAFF MEMBERS AND THE STUDENT RECORDS OFFICER'S "INSTITUTIONAL REVIEW COMMITTEE FOR RESEARCH REQUESTS"

MONTGOMERY COUNTY INTERMEDIATE UNIT 23
McGINNIS BUILDING
6198 BUTLER PIKE
BLUE BELL, PA 19422

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Barbara B Yeager
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Final Version of December 4, 1979

EC132217

INTRODUCTION

Every public school agency was required to submit by September 5, 1978, to the Pennsylvania Department of Education a revised plan and policy governing regular education student records and a revised plan and policy governing special education student records. All activities related to any student records in any division of the Intermediate Unit are subject to the Board-appointed Student Records Officer. The two sets of plans and policies were approved by Board action on August 23, 1978, and amended by Board action on October 31, 1978. The Pennsylvania Department of Education approved the regular education plan and policy on October 12, 1978, and the special education plan and policy on December 6, 1978. Personnel records are covered under a Board-approved policy entitled, "Official Personnel Records," which was passed on June 23, 1976.

The present "Guidelines" grew out of the above work on student records. While research involving students is covered by the documents entitled, "Montgomery County Intermediate Unit Plan for Student Records for Regular Education" and "Montgomery County Intermediate Unit Plan for Student Records for Special Education," it was clear that research involving staff members as subjects or dealing with the Intermediate Unit as a whole (or any division of it as a whole) was not covered. Thus, the Intermediate Unit's Office of the Student Records Officer has put forward the present set of administrative procedures, which were approved by Dr. Dennis Harken, Executive Director, on December 4, 1979.

The present guidelines were developed by a team consisting of Barton B. Proger, Peter Boardman, Ben H. Williams, Dennis Harken, and Steven Banks. The assistance of Dr. J. R. Marches (Office for Protection from Research Risks and Office of the Director; Department of Health, Education, and Welfare; Puplic Health Service; National Institutes of Health) is gratefully acknowledged.

TERMS USED IN THIS DOCUMENT

Research: This term includes, but is not limited to, the usual meanings attached to "basic research," "applied research," "surveys," and "questionnaires," and pertains to the use of data from human subjects that is not used in the direct education of students. The research can be initiated by staff members or by individuals or agents outside the Intermediate Unit. "Research," as it is to be used in this document as being subject to the detailed research clearance process later in this document, is further delimited in the following section.

Atypical Educational Procedure: This term pertains to the application of any procedures to human subjects which departs from the application of those established and accepted methods necessary to meet the subject's needs, or which increases the ordinary risks of daily life, including the recognized risks inherent in a chosen occupation or field of service. In effect, one is speaking of the "development" part of "research and development" activities. In this sense, this document considers an "atypical educational procedure" to be part of "research." It should be noted that the term "atypical educational procedure" does not include the many changes and improvements which are continuously made in the usual curricula used with the Intermediate Unit students.

Human Subjects: This term includes, but is not limited to, regular education students, special education students, parents, Intermediate Unit staff members, and individuals outside the Intermediate Unit who might be involved as subjects in a study.

Subjects: This term, for purposes of this policy, has the same meaning as "human subjects." The term "human subjects" is more typical in federal guidelines.

Instrument: This term includes any data collection device or procedure, such as tests, questionnaires, interviews, surveys, observation, Q-sorts, inventories, and so on.

DELIMITATION OF THIS DOCUMENT'S SCOPE

There are many types of data collection needs and activities that can involve the Intermediate Unit. Not all of these efforts will be covered by the detailed clearance procedures which are given later in this document. While the term "research" as defined earlier includes virtually every type of data gathering activity that might occur within the Intermediate Unit, certain categories are already covered under existing administrative and supervisory arrangements, and this section will briefly describe them.

1. Multiple-Intermediate Unit Research: Any type of data-gathering activity requested by outside agencies or individuals that would involve more than one Intermediate Unit will be cleared through the statewide, already-existing "Research Committee of the Executive Directors" (RCED). The RCED exists to protect the statewide network of 29 Intermediate Units from unwarranted and inappropriate data collection activities. Typical requests qualifying under this category would be cost surveys from universities, child count activities, and so on. Any official data collection efforts that are requested by the Pennsylvania Department of Education or the United States Department of Health, Education, and Welfare, are presumed to be in compliance with all existing federal and state laws, regulations, standards, and guidelines, and thus would not be submitted to RCED. Otherwise, the Executive Director of the Montgomery County Intermediate Unit will take such agency-wide data collection requests of outside agencies to the RCED for clearance

purposes. Records of such transactions are available in the Executive Director's office.

The RCED is a subdivision of the Pennsylvania Association of Intermediate Units (PAIU). The PAIU meets at least monthly throughout the school year, and the RCED makes recommendations to the PAIU on the soundness of any multiple-Intermediate Unit research request.

2. Gathering Data on the Intermediate Unit As A Whole: There are often requests for research data on the Intermediate Unit as a whole which does not require responses of several students or several staff members. In effect, only a few Central Administration staff members need to gather such data. In such cases, the Executive Director will determine whether or not the Intermediate Unit should participate.

3. Data Collection for Routine Program Administration Purposes: There are many instances in which a supervisor or administrator wishes to collect data in connection with routine operation of the program or project. Examples are needs assessment surveys of staff, client satisfaction surveys, routine program evaluation questionnaires, program evaluation student testing, in-service evaluation forms, and so on. These types of "applied research" or routine data collection efforts are monitored and approved at the discretion of the supervisor or administrator of the program or project, and thus are not subject to the detailed provisions contained in later sections of this document.

4. Data Collection From Staff Members As Private Individuals and Not As Members of the Agency: An example of this class of research is a questionnaire sent to a staff person as a private individual by his professional association (e.g., American Speech and Hearing Association). As long as the response of the individual is not meant to be representative of the Intermediate Unit as

an agency, but only as a generic member of the survey's target group, then such research is not subject to these guidelines.

5. Research That Is Subject to the Detailed Research Clearance Process Described Later In This Document: After ruling out the above items of this section, one is left with any type of data collection effort initiated by (1) individuals within the Intermediate Unit as a personal project, (2) a Division of the Intermediate Unit or the entire agency itself, (3) individuals outside the Intermediate Unit, or (4) agencies outside the Intermediate Unit, and in any case deals with data collection that is nonroutine in nature (as defined above), involves the responses of (or on) several individual students and/or of several individual staff members, and not essential to the sound, routine administrative and supervisory operation of the program or project. Examples are a personal research learning study of an Intermediate Unit staff member, a dissertation or Master's thesis, and a university-sponsored research learning study.

6. Categories of Research Not Explicitly Covered By These Guidelines: It is possible that a new category of research will arise, and the staff members so affected should contact the Student Records Officer for clarification.

RESEARCH CLEARANCE PROCESS

With the student records plans and policies, the appointment of a Student Records Officer (SRO) was mandated by the Pennsylvania Department of Education. Student-related research is given special attention in those plans and policies, and the SRO is the person in charge. To provide a centralized clearance process for all types of research (used from this point forward in this document as defined in Item 3 above), the Intermediate Unit has decided that the SRO will be in charge of all research requests, regardless of whether they involve

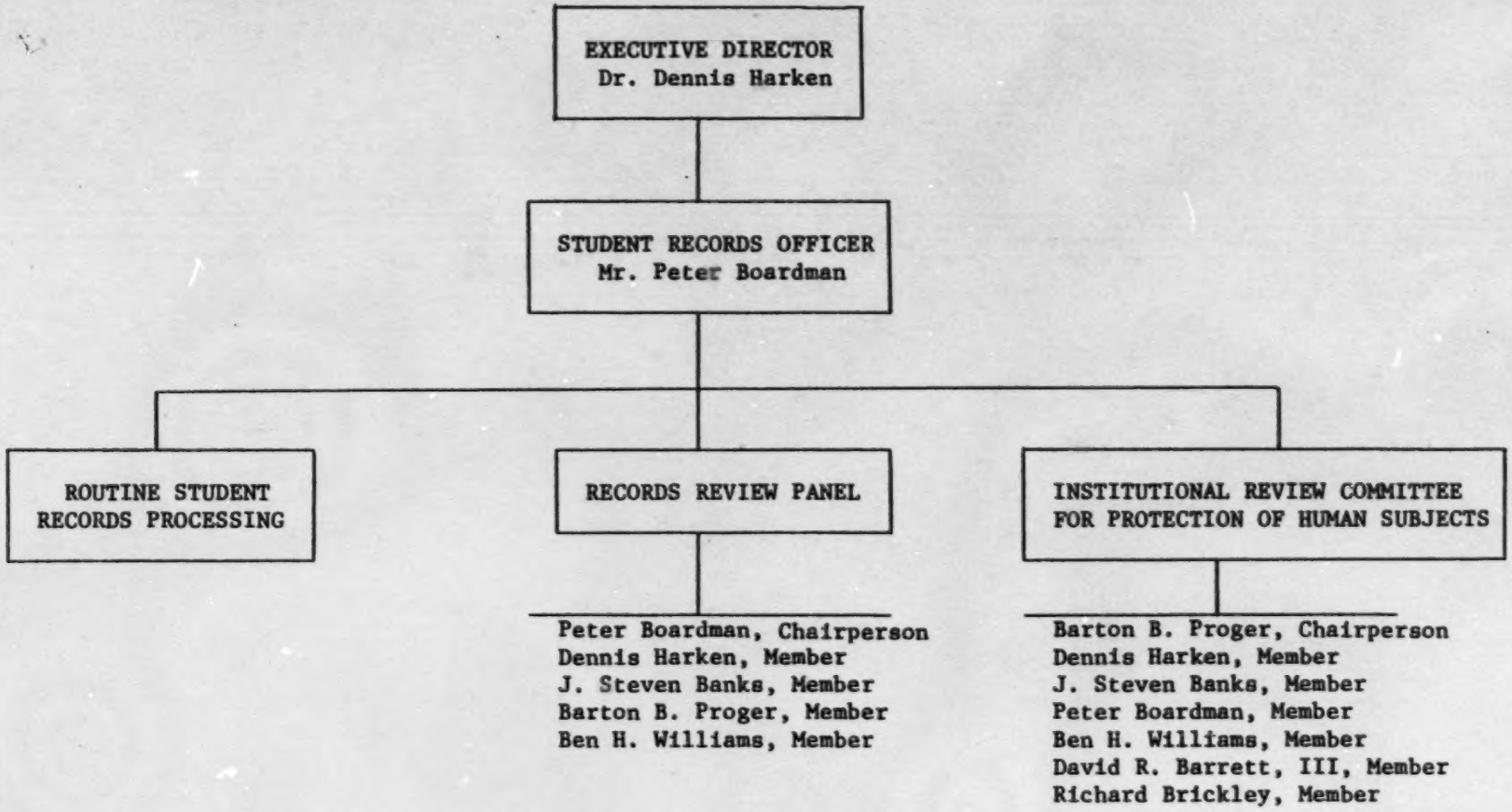
students or not. Thus, while previously many such research projects were carried out without official clearance that involved only the collection and analysis of existing data, such research proposals shall be put before the Student Records Officer.

On the next page one sees an organization chart of how the SRO's activities are arranged. The SRO is directly responsible to the Executive Director for any confidentiality issues. In turn, there are three subdivisions responsible to the SRO. First, one has routine processing of records releases and related matters. Second, for any sensitive or complicated issues that arise with student records processing, the SRO will convene the "Records Review Panel" to address such topics. (These first two subdivisions are of no concern to any individuals or agencies--internal or external--wishing to conduct research within, or on, the Intermediate Unit.) Third, and of direct import to the topic of these "Guidelines," one has the "Institutional Review Committee for Protection of Human Subjects" (IRC). It is the purpose of these "Guidelines" to clarify how the IRC operates and what associated steps are necessary to comply with the Intermediate Unit's requirements for the conduct of research. The IRC has been specially designed to represent both regular education interests (three members) and special education interests (four members), with special education comprising the majority of activity for the Intermediate Unit.

Whenever an Extended Institutional Review Committee (EIRC) member has a conflict of interest with regard to any research proposal coming before the group which he feels will impair his functioning, he will so notify the Chairperson. The Chairperson will decide whether or not a replacement person is needed.

ORGANIZATIONAL RELATIONSHIPS AMONG

STUDENT RECORDS PERSONNEL



SUBMITTING A RESEARCH REQUEST NOT INVOLVING FEDERAL MONIES TO BE OBTAINED DIRECTLY FROM WASHINGTON

Internal Staff: No research is to be conducted within the Intermediate Unit either by internal or external individuals, groups, or agencies unless it has been cleared by the IRC. The first step is to produce a precis of two to five double-spaced pages that describes the usual topics of a research project (goals, purposes, subjects, instruments, analysis or synthesis of data, dissemination of both an immediate and long-range nature). Second, the proposer should present this precis to his immediate supervisor and/or program/division director (e.g., a staff member within one of the large, multi-regional federal projects would submit the precis to the Project Director; a staff member within the Nonpublic Schools Program would submit the precis to his Supervisor and then to the Coordinator; a staff member within the Division of Special Education would submit the precis to his Supervisor and then to his Program Director). Third, the Supervisor and/or Program/Division Director would use the form in Appendix A to act as a voucher of the proposal's acceptability to them and would refer the proposal and cover form to the SRO.

Once received by the SRO, he will examine the materials for completeness and assign it to the IRC. The IRC members will consider the merit and appropriateness of the request from several vantage points, some of which include (a) the benefit to the Intermediate Unit as a whole, (b) the benefit to the program or division as a whole, (c) the interruption to students, (d) the interruption to staff, (e) the protection of student privacy, (f) the protection of staff privacy, (g) the protection of student well-being, (h) the protection of staff well-being, (i) the cost to the Intermediate Unit in terms of money, time, resources, and effort; and (j) the effect upon parents. The IRC will ask for additional documentation and/or clarification if it feels it is necessary.

External Individuals or Agencies: Regardless of which Intermediate Unit staff member receives an externally generated research request proposal, he will forward it immediately to the SRO. The remainder of the steps within the office of the SRO would be the same as above, with the exception that the specific programmatic and/or divisional input will occur after submission to the IRC.

Results of Review: The five members of the IRC will individually or in a meeting consider the research proposal. For purposes of documentation, if such review is done individually, then the date of the final person to so review the proposal will be used as the official date of overall review. Unanimous approval of IRC members is necessary before the request will be granted agency approval. If one or more IRC members disapprove, and if the Chairperson of the IRC has determined with those dissenting members the nature of their dissatisfaction, Form IRC-1 (see Appendix A) will be sent to the requester with appropriate space(s) checked and supporting clarification given. Depending on the nature of the IRC responses given on Form IRC-1, the requester can either resubmit a clarified or modified proposal, abandon his request, or appeal. If unanimous approval has been granted, copies of the approval signature sheets (Form IRC-2; see Appendix B) will be sent to the requester. The Chairperson of the IRC will submit the recommendations to the Executive Director in advisory fashion, and the Executive Director will render a final decision on behalf of the Intermediate Unit. The Executive Director will determine in what way the decision will be conveyed to the proposer of the research.

SUBMITTING A RESEARCH REQUEST THAT INVOLVES FEDERAL MONIES TO BE OBTAINED DIRECTLY FROM WASHINGTON

Regardless of whether this type of research request arises from internal staff or from external individuals or agencies, the procedure is uniform. In all such situations, it must be noted that the Montgomery County Intermediate Unit subscribes to all provisions of the National Research Act (Public Law 93-348, July 12, 1974), the pursuant Code of Federal Regulations (45 CFR 46), and all other laws and regulations pertaining to the Protection of Human Subjects. Further, the Montgomery County Intermediate Unit subscribes to the provisions of all federal and state laws, regulations, and standards pertaining to educational matters in general.

Whenever a research proposal involves federal monies whereby completion of assurances on the protection of human subjects either in general or in specific is mandatory, then the Extended Institutional Review Committee (EIRC) must be approached. The membership of EIRC will consist of all the regular IRC officials (see the earlier organization chart), with these additional generic members:

1 representative of a parent advocate group dealing with exceptional children

1 representative at large of parents of exceptional children

1 representative of an Area Vocational-Technical School within the County

1 representative of a residential care facility

1 representative of the County's Mental Health/Mental Retardation network

1 representative of an approved private school

1 representative of the Archdiocese of Philadelphia

The specific membership of the EIRC at any given time can be obtained by contacting the Chairperson of the EIRC.

The processing of research requests through this group will occur in one of two ways: (a) meeting of the whole, and (b) individual mail and/or telephone contact. The first method of contact with EIRC will be done at least once a year for the purposes of reviewing all recently submitted research proposals or research projects already in progress. This meeting will also serve to update and/or initially train any EIRC members on general procedures or changes in them, as might be demanded by federal and/or state laws and standards. The second method of contact, by mail or by telephone, will probably be far more frequent during a school year because of the infrequent and often isolated submission of small research project proposals. In such cases it hardly seems justifiable to spend committee time. The Chairperson of the EIRC will ensure that adequate description and documentation for a research proposal are submitted in the mail to each member, with telephone calls also placed to help clarify and/or to solicit final responses.

For any given research request, unanimous approval of IRC members is necessary before the request will be granted agency approval. If one or more IRC members disapprove, and if the Chairperson of the IRC has determined with those dissenting members the nature of their dissatisfaction, Form IRC-1 (see Appendix A) will be sent to the requester with appropriate space(s) checked and supporting clarification given. Depending on the nature of the IRC responses given on Form IRC-1, the requester can either resubmit a clarified or modified proposal, abandon his request, or appeal. If unanimous approval has been granted, copies of the approval signature sheets (Form IRC-2; see Appendix B) will be sent to the requester. The Chairperson of the EIRC will submit the recommendations to the Executive Director in advisory fashion, and the Executive Director will render his decision and determine a method of notifying the research proposer in much the same way as the IRC.

In the case of external individuals and/or agencies submitting research requests, they themselves may already have their own Institutional Review Board. However, to offer as much protection as possible to the Intermediate Unit, its own EIRC will review any such external research request, and no Inter-institutional Joint Review mechanism will be considered.

Whenever an EIRC member has a conflict of interest with regard to any research proposal coming before the group which he feels will impair his functioning, he will so notify the Chairperson. The Chairperson will decide whether or not a replacement person is needed.

Documentation on the findings of the EIRC will be kept on permanent file for future reference. Reports will be submitted to the Secretary of the Department of Health, Education, and Welfare, as requested.

Whenever a research proposal is being submitted to the federal government for its consideration of funding, the Intermediate Unit's EIRC will attempt to process that request prior to the submission of that proposal to the funding agency. However, if this is not possible, the EIRC will process the request no later than 30 days after the date of submission to the funding source.

The Chairperson of the EIRC will notify the proposer of the findings of the review.

APPEAL OF IRC RESULTS OR EIRC RESULTS BY THE PROPOSER, AND COMPLAINTS ABOUT PROPOSED OR OPERATING RESEARCH PROJECTS

Appeals: If an Intermediate Unit staff member has proposed research which has been disapproved and he does not agree with the findings of the IRC or EIRC, then he can appeal through the normal channels of the Intermediate Unit's policy on staff complaints (found in the Professional Personnel Policy Manual).

If an external individual or agency has proposed research which has been disapproved and he (it) does not agree with the findings of the IRC or EIRC, he (it) will appeal to the Executive Director. The Executive Director will decide whether or not the appeal should be given to the IRC or EIRC to have the research proposal reconsidered, prior to the Executive Director rendering a decision on the appeal. In some cases, the Executive Director may wish to render a decision on the appeal directly.

If an appeal of the new decision of the Executive Director relative to the initial appeal is again to be made by the proposer, then the Executive Director will take this second appeal to the Intermediate Unit's Board of School Directors.

Complaints: If a proposal has been approved by either the IRC or EIRC and later at any time a staff member, parent, student, or other interested individual submits a complaint to any Intermediate Unit staff member, that complaint should be given to the Executive Director. The Executive Director will contact the Student Records Officer so that the IRC or EIRC can be asked to review the research project to review the research project, or in some cases the Executive Director himself will wish to take direct action to resolve the problem.

ADDITIONAL REVIEW OF RESEARCH BY IRC OR EIRC

When a research proposal is put before the IRC or EIRC, it will often be the case that some details (usually technical in nature) cannot be fully specified at that point. Two examples are the instrumentation and consent forms to be used in the study. If a proposal has been initially approved by the IRC or the EIRC, the approval may specify that certain details be brought back at a later date to the IRC or EIRC before the study is allowed to proceed. This will always be the case with the instruments and the consent forms.

Instrumentation: Regardless of whether or not a research proposal has been approved initially, no study will be allowed to proceed unless the IRC or EIRC has reviewed the final instrumentation. Such review may specify certain changes to be made in the instrumentation. Ideally, the instrumentation should be submitted with the original request.

Consent Forms: For research that involves students, specially devised parent (or guardian or surrogate) consent forms will be necessary and must be submitted to the IRC or EIRC to ensure that such forms are in compliance with the Intermediate Unit's policies and operating regulations on confidentiality. In cases where children are not handicapped, student assent procedures will also be considered. Otherwise, for handicapped children, given the nature of their condition, only parental consent will be required. In the case of non-students to be used as subjects in a research project (e.g., staff members, parents), no specific release form will be required by the IRC or EIRC. However, the instruments must specify the purposes of the study and all conceivable uses to which the findings will be put, with the following phrase added: "If you do not wish to participate in this study, you may opt not to do so. However, your partici-

pation is encouraged so that the findings will have as much meaning as possible."

All student consent forms will be kept in the students' master record files for future reference. These consent forms shall be so deposited immediately upon receipt from the consenting party. In the case of non-student participants, copies of the research proposal and all instrumentation shall be kept by the Student Records Officer.

DISSEMINATION OF RESEARCH FINDINGS

The Intermediate Unit encourages the professional dissemination of research findings. In all such instances, the anonymity of respondents and/or subjects must be protected.

If an individual or agency not part of the Intermediate Unit engages in dissemination, full acknowledgement of the Intermediate Unit's participation must be given, such as in a footnote. The Intermediate Unit must receive gratis copies of all publications or reports connected with the study.

If a staff member of the Intermediate Unit engages in dissemination, he must indicate his affiliation with the Intermediate Unit, as well as acknowledging what role the Intermediate Unit played in such a study. If a staff member is engaging in dissemination after leaving the employ of the Intermediate Unit, the acknowledgement of Intermediate Unit participation must still be given, such as in a footnote.

VIOLATIONS OF RESEARCH APPROVAL AND OPERATING AGREEMENTS

Any suspected violations are to be brought to the attention of the Executive Director. In some cases, the Executive Director will take action

himself to correct the violation. In other cases, the Executive Director may wish to contact the Student Records Officer to allow processing through the IRC or EIRC. A possible outcome is the immediate cease of the violator's research upon recommendations of the IRC or EIRC. The Executive Director might also issue official written complaints to agencies which seem appropriate.

MONITORING OF RESEARCH PROJECTS OR ATYPICAL PROGRAMMING PROJECTS

On behalf of its students, parents, and staff members, the Intermediate Unit feels the obligation to not only pay careful consideration to the approval or disapproval of any requests initially, but also to continuously monitor the operations after approval. If the chairperson of the IRC finds at any point of monitoring that activities are not proceeding as per the final approved version of the project; or if other IRC members, staff in general, parents, students, or any other interested individuals come upon problems with the study; the individual(s) will bring this fact to the attention of the Executive Director, who will decide upon what corrective action to take. After initial approval of a research request by the IRC or EIRC, the Intermediate Unit retains the right to terminate its participation in a study and to advise others of this fact.

APPENDIX A

FORM IRC-1

IRC PROPOSAL

STATUS CHECKLIST

MONTGOMERY COUNTY INTERMEDIATE UNIT
SPECIAL EDUCATION CENTER • 1605-B WEST MAIN ST. • NORRISTOWN, PA. 19401 • 215-539-8550

IRC PROPOSAL STATUS CHECKLIST

TO:

FROM: Barton B. Proger, Chairperson, Institutional Review Committee (IRC)

RE: Status of Your Proposed Research and/or Atypical Programming Request

____ 1. The proposal is accepted; see attached approval(s) and schedule of monitoring by the IRC;

____ 2. The proposal is accepted only if the attached modifications are made; see attached approval(s) and schedule of monitoring by the IRC;

____ 3. Your request cannot be processed by the IRC at present because of the lack of a brief, formal proposal to the IRC; see attached IRC Guidelines:

____ 4. The proposal cannot be accepted at present; the IRC needs additional clarification on the following item(s), with further qualifications as per the attached sheet:

____ a. Safeguards to protect confidentiality and welfare of the students and parents are not adequately described;

____ b. Safeguards to protect confidentiality and welfare of Intermediate Unit staff members are not adequately described;

____ c. Safeguards to protect confidentiality and welfare of the Intermediate Unit agency as a whole are not adequately described;

____ d. The proposal is not adequately described with regard to definitions of the problem, philosophy, and objectives;

____ e. The proposal is not adequately described with regard to data collection and instrumentation issues;

____ f. The proposal is not adequately described with regard to analysis of data and how results will be presented;

____ g. The proposal is not adequately described with regard to what implications of discussion of results will be politically, financially, and programmatically;

____ h. The proposal is not adequately described with regard to how dissemination of results will occur;

____ i. Other (specify: _____)

____ 5. The proposal has been rejected by the IRC as not being in the best interests of the students, the staff, and the agency; see attached sheet.

If you have further questions about the above procedures, please feel free to contact Dr. Proger.

Form IRC-1 (12/79)

cc: IRC Members
Program Director

APPENDIX B

FORM IRC-2

IRC PROPOSAL

APPROVAL SHEET

MONTGOMERY COUNTY INTERMEDIATE UNIT
SPECIAL EDUCATION CENTER · 1605-B WEST MAIN ST. · NORRISTOWN, PA. 19401 · 215-539-8550

Institutional Review Committee
for Research Projects (IRC)

TO WHOM IT MAY CONCERN:

FROM: Barton B. Proger, Chairperson of IRC

RE:

Attached is the supporting documentation for the above research request. Please review in accord with Part II, Section B, "Collection," of the Montgomery County Intermediate Unit Plan for Student Records for Special Education, approved December 6, 1978, by the Pennsylvania Department of Education. If you have any questions, suggestions, restrictions, and so on, with regard to this proposal, please attach them in a note to me for consideration in our final response to the proposer of the research. If you feel you are ready to indicate approval or disapproval at this time, please do so. If not, I will respond to your need for further information and again provide the signature page to you. Please return this entire package to me as soon as possible, with your decision and/or comments. Thank you for your cooperation.

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APPENDIX C

FORM IRC-3

EXTENDED IRC PROPOSAL

APPROVAL SHEET

MONTGOMERY COUNTY INTERMEDIATE UNIT
SPECIAL EDUCATION CENTER • 1605-B WEST MAIN ST. • NORRISTOWN, PA. 19403 • 215-539-8550

Extended Institutional Review
Committee for Research Projects (EIRC)

TO WHOM IT MAY CONCERN:

FROM: Barton B. Proger, Chairperson of EIRC

RE:

Attached is the supporting documentation for the above research request. Please review in accord with Part II, Section B, "Collection," of the Montgomery County Intermediate Unit Plan for Student Records for Special Education, approved December 6, 1978, by the Pennsylvania Department of Education. If you have any questions, suggestions, restrictions, and so on, with regard to this proposal, please attach them in a note to me for consideration in our final response to the proposer of the research. If you feel you are ready to indicate approval or disapproval at this time, please do so. If not, I will respond to your need for further information and again provide the signature page to you. Please return this entire package to me as soon as possible, with your decision and/or comments. Thank you for your cooperation.

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